

REQUEST FOR OFFICIAL ACADEMIC TRANSCRIPT

OFFICE OF THE REGISTRAR
UNIVERSITY OF SOUTHERN MAINE
37 College Avenue, Gorham, ME 04038
Fax (207)228-8591

Please **PRINT** your name and address below:

The University of Southern Maine does not charge a fee for academic transcripts.

The University will not issue an official transcript if a student owes a past due balance on a student tuition account or has defaulted on repayment of a student loan. Questions about holds should be addressed to the Student Billing and/or Student Loan Office.

I hereby authorize the release of my transcripts to the individual or organizations indicated below.

X _____
SIGNATURE (required for release of transcript)

Official Transcripts are embossed with the University Seal.

Please check as appropriate:

___ Official issued directly to Student (mailed to address above for own use or reimbursement of funds).

___ Official in sealed envelope (mailed to address above for student to mail to a college or business).

___ Official to be mailed by USM (sent directly to someone other than the student).

Total number of transcripts requested: ___

Allow 5-10 days for processing

Please include a complete mailing address to ensure proper delivery. An incomplete address may result in a delayed arrival or non-delivery. Attach a list or use the back of this form for additional address.

Date: _____

Student ID: _____

Date of Birth: _____

Dates of Attendance:

From: _____ To: _____
ie: Fall 89 Aug 92

List All Previous Names:

(maiden, or change of name)

Indicate Level:

Undergraduate Graduate

Degree(s) Earned: _____

ie: Bachelor of Arts in English

Check ONLY ONE per request:

Hold for Current Semester Grades

Fall Spring Summer

Hold until Degree Conferred

Send Immediately

Do you have transcripts with other University of Maine System Campuses?

Check below, ONLY those, that you would also like *this form* sent to:

UMA UMF UMFK

UMM UMO UMPI

Or

CEU'S Continuing Education Units

FOR OFFICE USE ONLY

Total Official Transcripts: _____

To Addressee: _____

To Student: _____

Processed & Mailed

/ / By: _____